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**City Council Work Session Minutes
Council Retreat Options**

**Monday, December 10, 2018
9:05 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented January 14, 2019.***

1. ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:30 p.m., due to a time break between sessions, recessed the Work Session at 5:45 p.m. and reconvened Work Session at 9:02 p.m.

ROLL CALL: COUNCIL PRESENT: Timothy Rippe; Elena Uhing; Adolph “Val” Valfre; Malynda Wenzl; and Mayor Peter Truax. **COUNCIL ABSENT:** Thomas Johnston, Council President, excused, and Ronald Thompson, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: COUNCIL RETREAT OPTIONS

Ruggles and VanderZanden facilitated the above-noted work session, noting the purpose of the work session was to solicit comments from Council on format, location and emphasis for the 2019 Council Retreat. VanderZanden presented a PowerPoint presentation overview, noting the Council Retreat has historically been held annually on a Saturday in February and is for the purpose of setting Council goals and establishing objectives, which are incorporated into department work plans as part of the budget preparation. VanderZanden noted holding a Retreat is not required by Charter or Council Goals; however, Council Rules §16.1, Council Goal Setting, requires Council to set its Goals and Objectives annually and adopt the Goals and Objectives no later than the second regular session in March of each year. In addition, VanderZanden reported the Retreat is generally five hours and is required to be held within the jurisdiction as a formal work session, noting the public and press may attend. In conclusion of the above-noted presentation, VanderZanden solicited Council’s input on format, location and emphasis of the Council Retreat.

Mayor Truax recessed the Work Session at 5:45 p.m. and reconvened Work Session at 9:02 p.m.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the primary purpose of the Retreat and identifying expectations. VanderZanden summarized the Council/staff expectations pertaining to department accomplishments and priorities,

noting the open discussion portion of the agenda is often truncated due to extended discussions. VanderZanden suggested perhaps briefing Council on department accomplishments and priorities as presentations during Council meetings would allow more time for open discussion, to which Council concurred. VanderZanden advised the City has previously engaged the services of a facilitator for the Council Retreat, to which Council concurred that a facilitator was not essential. In addition, roundtable discussion ensued about perhaps doing away with or updating the Vision Statement; however, there was concern because the City's current Vision Statement was written by a group of citizen volunteers (adopted in 1993 and updated in 2005). Council discussion focused on identifying a streamlined list of long-term goals and bullet points that build upon future progress and preserve continuity (5-20 year horizon). Roundtable discussion also ensued about the importance of assigning Boards/Commissions (B/C) to pertinent objectives and having B/C's collaborating with each other. In addition, Mayor Truax emphasized how the Council's three key goals effectively link with the objectives. In conclusion of the above-noted Council discussion, Council collectively concurred to schedule the Council Goal-Setting Retreat for Saturday, February 2, 2019, 8am-2pm, at Pacific University, Berglund Hall 200. VanderZanden advised staff would prepare a draft Council Retreat agenda for consideration.

Council took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Mayor Truax adjourned the work session at 9:50 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder